

Fiscal Year 2016 Grant Application Instructions

Grant Program Background

The Alexandria Commission For The Arts

Mission

The Alexandria Commission for the Arts' primary mission is to lead and advocate for cultural development within the City of Alexandria and surrounding region. The Commission stimulates artistic excellence in the City and makes arts accessible to all Alexandrians.

In pursuing this mission, the Arts Commission sees its role as one of partnership with sponsors of locally initiated arts activities. The Arts Commission does not intrude upon the creative aspects of the activities of artists and organizations but rather provides support and encouragement in those areas where its expertise, experience and resources may prove helpful. As one of its primary activities the Arts Commission operates a grant program to disburse funds received from the City of Alexandria, the Commonwealth of Virginia and private donors.

The Composition of the Commission.

The Alexandria Commission for the Arts was created in 1984 by the Alexandria City Government and is an extension of that Government. It is composed of sixteen citizen volunteer members appointed by the City Council for 3-year terms. Five members represent specific art disciplines: dance, music, literature, theatre and visual arts; five members represent business expertise relative to arts and cultural development and five members represent the public at large as arts consumers and participants. In addition, the City Council appoints a high school student to serve on the Arts Commission. City staff from the Department of Parks, Recreation and Cultural Activities' Office of the Arts supports the Commission. All Arts Commissioners, members of the Commission's subordinate bodies, and support staff abide by the City's Code of Ethics and Conflict of Interest Policy and sign a conflict of interest statement annually. All meetings of the Arts Commission are publicly announced and open to the public.

General Instructions

The following are general instructions regarding completion and submission for all grant programs:

1. **Fiscal Year:** The Fiscal year period for the City of Alexandria begins July 1 and ends June 30. For the financial portions of this application, the Most Recently Completed Year and Current Year should be as defined by the applicant's fiscal year. The Grant Year however, is the fiscal year you are requesting funding, is defined as the City's

Fiscal Year 2016 (July 1, 2015 - June 30, 2016). All awarded grant funds must be used within the City's Fiscal Year.

2. **Space Requirements and Font Size:** Completed applications must be submitted and printed. Handwritten applications or forms altered in any fashion will render an application ineligible.
3. **Number of copies:** One printed copy of the application and attachments must be received by the Commission's Office by the deadline indicated on the application.
4. **Required Signature:** The application must be signed and dated by two people from the applicant organization. One person must be the Treasurer.

Organizational Grants:

Organizations may apply to one of the following grant programs during any grant-making cycle:

- **Art Operational Grant**
A grant to an Alexandria-based arts organization intended to provide general operating support for regular programming activities and administration.
- **Art Program Grant**
A grant to an arts organization intended to support an arts project performed/presented to benefit the citizens of the City of Alexandria.

Individual Artist(s) Grant:

- **Special Opportunity Grant**
A grant to an individual artist or a group of unincorporated artists intended to support an arts project performed/presented to benefit the citizens of the City of Alexandria.

Specific Requirements

Grants should be submitted with pages in the order listed below.

1. **Application form:** To have a completed application form, all questions should be answered in the application form.
2. **Grant Specific Required Attachments:** An outline of attachments is provided with the application for each of the grant types offered. Appropriate attachments must accompany each grant application.

General Attachments

Applications from organizations should include 1 copy of the following: a) Copy of the organization's IRS Letter of Determination; b) proof of residency (first page recent IRS 990); b) supportive materials (six copies only); c) Personnel biographical statements; d) Calendar; e) Board Roster; e) In-Kind contributions and volunteer tables; f) Budget Pages – Income and Expenses; g) copy of artistic work sample and description.

Optional Attachments

The optional attachments include: a) Marketing Plan; b) Fundraising Plan; and c) Strategic Plan.

Artistic Work Samples

All organizations are required to submit artistic work samples for the evaluation of the proposal's artistic merit. The samples should not be more than two years old. The work samples can be provided through weblinks: YouTube, websites, Facebook, Twitter, Pinterest, Instagram, or other social media distribution outlets. Applicants should provide a one-page narrative to explain the work. One medium may contain several specific samples for review by the Resource Panel.

If a potential applicant encounters difficulties in submission of samples in the quantities and types noted above, contact the Office of the Arts prior to the submission of a grant application to seek permission to substitute for or truncate these requirements. If hard copies of work samples are submitted, they should be accompanied by a self-addressed stamped envelope if their return is desired.

For more information or to ask specific questions call the Office of the Arts at (703) 746-5588.